

Calendar Committee Meeting

Calendar Committee Meeting Idania Padron Reyes, VPSS, Co-chair
 Pamela Ford, Classified Union President Zoom
 Dr. Jason Bowen, Faculty Union President, Co-chair
 Kelly Brogan, Enrollment Services
 Tanya McGinnis, Counselor - Absent
 Kyle Jacobsen, Academic Affairs Specialist - absent
 Leonardo Ayala, Dean, Student Support Services
 Dr. Windy Franklin-Martinez, Dean, Enrollment Services - Zoom
 Aley Razook, Senate, Academic Faculty
 Daniel Conner, ITS MIS – absent
 Rick Motawakel, Senate, Vocational Faculty - Zoom
 ASO Representative, new present Roshni aso public relations
 Chistina Tangelakis, Director, Financial Aid - Paige - Proxy
 Hal Huntsman, Academic Faculty - absent
 Dr. Kathy Bakhit, Vice President Academic Affairs
 Van Rider

Other: Angela Urbanoski, Sr Admin Assistant to VPSS
 Jill Zimmerman, Dean, Health and Wellness

Thursday, October 9, 2025
 1:30 pm – 3:00 pm
 SSV 236

AGENDA

Items	Person Responsible	Time	Action
Information/Discussion Items:			
1. Welcome	Idania Padron Pamela Ford	2 minutes	
2. Review & Approval of Minutes, 4/10/25	Idania Padron	5 minutes	Jill was absent, she did not receive the invite for today's meeting. Angela will confirm she is added to all future meeting invites since she wasn't included in this one. The current invite and attendee list will be reviewed to confirm accuracy. The previous meeting minutes were approved.
3. Length of Intersession <ul style="list-style-type: none"> Discuss the possibility of a consistent four-week intersession with a five-day schedule Explore a longer break before the spring term 	All	30 minutes	Calendars for 2026–27 and 2027–28 have been submitted. There was a discussion with the Executive Cabinet over the summer, and the calendars will go to the Board for approval in October before being posted. The 2027–28 calendar may need amendments and further discussion. The concern is that

			<p>the semester begins immediately upon return, leaving no Friday or day before the start for final enrollments, intersession changes, or other adjustments.</p> <p>A January registration event will be held for the spring term. There may also be a push in December, but since the return date falls on a Tuesday, scheduling is tight.</p> <p>From past SSV experience, there has typically been a buffer for last adds and drops. It's important that faculty submit grades promptly so grades can be processed, as SSV staff work through the weekend.</p> <p>The 2026 calendar is fine as is. The issue lies mainly with 2027–28. Another concern is the lack of a gap between intersession and the spring semester.</p> <p>It was stated that ultimately, it's a one-day overlap situation — information will be sent out to students, schedules shared, and students will be reminded of their expected attendance. Those wishing to add courses will be informed of the process. It will be a busy period for faculty and staff, but operations will continue as planned.</p> <p>By Tuesday, students will still be attending classes. Any changes to the calendar would not go to a committee vote; instead, they would need to be negotiated through the union.</p>
<p>4. Review Research from Other Colleges</p> <ul style="list-style-type: none"> Hal and Jill's findings on intersession 	All	30 minutes	Jason raised points regarding intersession scheduling. He

<p>models and structures at peer institutions</p>		<p>noted that Pasadena operates on a six-week schedule and questioned who the current model primarily serves — faculty, classified staff, or the Faculty Association — and who it would serve if the schedule were shortened to four weeks. He asked how well students perform in a four-week format, noting that most students in five-week courses tend to do well. The discussion in April focused on moving forward with existing calendars while gathering data to understand which model best serves the campus community. Some courses could be shortened to four weeks, but the impact on student success should be evaluated.</p> <p>A faculty survey may be needed. At the last meeting, A&R recommended that grades be submitted by Friday after the semester ends. Currently, over 300 students do not receive grades by the deadline, despite A&R working closely with Academic Affairs and sending frequent reminders. The group discussed whether this delay is due to a need for additional training or systemic issues. A possible task force could explore why some faculty consistently miss the deadline, as each late grade must be manually entered — a process that can take up to 30 minutes per student.</p> <p>Dean Windy noted that veteran faculty generally do an excellent job submitting grades, but it's more challenging for adjuncts. A&R must wait for grades and transcripts before moving</p>
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<p>5. Grade Submissions Timelines and Processes</p> <ul style="list-style-type: none"> • Determine if late grade processing timelines are Ed Code requirements or can be streamlined. • Address accountability for faculty who miss deadlines. 	All	20 minutes	<p>This item will be paused and revisited at a later meeting.</p> <p>When the committee reconvenes, members plan to re-review the group's goals and membership. At that time, work can also begin on the 2028–29 calendar.</p>
Future Agenda Items:			